

Approved For Release 2005/06/13 : CIA-RDP78-03568A000200010027-9

Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 30 March 1951

FROM : Deputy Chief, Administrative Services

SUBJECT: T/O Changes

ILLEGIB

1. As a result of the Budget hearing on 27 March 1951, establishing the Administrative Services T/O figure at [] below is a revised list of the positions requested in addition to the present authorized figure of []

25X1

Office of the Chief:

Clerk

GS-4

(See memorandum from this office dated 23 February 1951)

Transportation Division:

Travel Branch:

Transportation Assistant
Clerk (Typing)

GS-7

GS-4

Shipping Branch:

Transportation Officer
Transportation Clerk

GS-7

GS-5

Reproduction Division:

Office of the Chief:

Control Clerk
Maintenance Man

GS-3

UG-2

Photographic Branch

Photocopying Section:

Photostat Operators
Bindery Helper

GS-3

UG-5

Process and Color Section

Offset Photographer
Film Stripper *Asam*

UG-16

UG-15

JOE NO. _____ BOX NO. _____ FILED NO. _____ DOC. NO. 12 NO CHANGE
 IN CLASS ☒ DECLASS ☐ CLASS CHANGED TO: TS S C REF. JUST 22
 NEXT REV DATE NOV 11/11/11 REVIEWER [REDACTED] TYPE DOC. 02
 NO. PGS 3 CREATION DATE _____ ORG CODE ES OPI 32 ORG CLASS C
 REV CLASS C REV COORD. _____ AUTH: HR 70-4

25X1

25X1

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Reproduction Division (Continued):
Photographic Branch (Continued):

Special Photography Section:

25X1 ☐ Photographers GS-3

Microfilm Section:

25X1 ☐ ~~Microphotographer~~
~~Processor Operator~~ GS-3
Microphotographer
~~(Microtronics Op.)~~ GS-4
Stet.

Publishing Branch:

Composing Section:

25X1 ☐ ~~Proofreading~~
~~Editorial Clerk~~ GS-3

Offset and Platemaking Section:

25X1 ☐ Offset Pressman *Operator* UG-16 -

Special Duplicating Section:

25X1 ☐ Bindery Helper UG-5

Bindery, Mimeograph and Distribution Section:

25X1 ☐ ~~Paper Cutter~~ *Bindery Worker* UG-11
Plate Grainer UG-11

Photo-Engraving Branch:

25X1 ☐ *Photo* Head Photo-Engraver ~~UG-30~~ *GPO Schedule*
~~Engravers~~ ~~UG-29~~ *GPO* "

Building Maintenance and Utilities Division:

Office of the Chief:

25X1 ☐ Building Maintenance Assistant GS-7

Telephone Branch:

25X1 ☐ Telephone Operator GS-3

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General Services Division: **CONFIDENTIAL**

Machine Records Branch:

It is requested that positions be added and that this Branch be reorganized to consist of two Sections, indicated as follows:

<u>Title</u>	<u>Grade</u>	<u>Present Authorized T/O</u>	<u>Additional Positions Required</u>	<u>Total Requested T/O</u>
<u>OFFICE OF THE CHIEF</u>				
Chief	GS-12			
Tabulation Project Planner	GS-11			
Tabulation Project Planner	GS-9			
<u>CONTROL AND CODING SECTION</u>				
Stat. Coding Supervisor	GS-7			
Stat. Coding Clerk	GS-5			
Stat. Coding Clerk	GS-4			
Clerk	GS-3			
Clerk-typist	GS-3			
<u>MACHINE OPERATIONS SECTION</u>				
Tab. Mach. Sup → Section Supervisor	GS-7	GS-7		
Card Punch Supervisor	GS-5			
Card Punch Operator	GS-4			
Card Punch Operator	GS-3			
Tabulating Machine Operation Supervisor	GS-5			
Tabulating Machine Operator	GS-4			
Tabulating Machine Operator	GS-3			

2. The above will result in a total of additional positions, bringing the T/O total up to Request that these additions be issued at as early a date as possible in order that we may recruit and fill the positions concerned.

*Comptroller
10 April 51*

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